

# Covid-19 Physical Face to Face Council Meetings Protocol

**HANDS**

**FACE**

**SPACE**

## Introduction

The legislation permitting remote meetings of Farlam Parish Council came to an end at midnight on 6th May 2021. As it currently stands, all Council meetings held on, or after 7th May, must therefore return to a face-to-face format.

This protocol details the format and processes required to enable meetings of the Council to take place in a face-to-face format, to enable the business of the Council to be transacted, whilst ensuring strict adherence to Covid-19 guidance and keeping the risk of transmission of the virus to a minimum.

A Covid-19 Face to Face Council Meetings Risk Assessment has been undertaken which has informed this protocol.

Members will be emailed this information and the risk assessment prior to the meeting due to be held on 14<sup>th</sup> July 2021 to give Members the opportunity to ask questions, raise concerns, and review the Moot Hall Risk Assessment.

## Venue

All meetings of the Council shall take place in the kitchen area of Hallbankgate Village Hall, with a different layout to pre- covid meetings, that has been assessed in line with the Covid-19 risk assessment until 19th July 2021 – at which point all restrictions on indoor gatherings are expected to have been lifted allowing Council meetings to return to the former meeting layout.

The kitchen area of the Hall is designated as a Covid-19 Secure workplace venue for the Council, subject to adherence of Covid-19 secure guidelines which are detailed in this Protocol and the Risk Assessment.

## Layout

The kitchen area shall be laid out in rows and Councillor seats will be at a 2m distance if possible or at least 1m, Covid-19 secure venues are permitted to enable seating at '1m plus', provided mitigating measures are in place.

## Before the meeting

Upon entering the building, Councillors and members of the public will be welcomed by the Clerk and asked to use the hand sanitiser, at that point your temperature will be taken by the Clerk and recorded. Both Councillors and members of the public are asked to use the QR Code to register their attendance at the venue for NHS Track and Trace purposes. Those not able to use this facility will be asked their name and contact number, the details will be safely kept by the Clerk for 21 days in line with Track and Trace guidelines, after which the details will be securely destroyed.

Councillors will be asked to arrive in staggered time slots to minimise congestion within the building. **Please arrive on time.** Councillors will be asked to take their seats, which will be directed by the Clerk.

Unfortunately, at this stage Farlam Parish Council is not in a position to live stream Council meetings to minimise the number of persons wishing to attend.

At any time, the maximum identified capacity for public attendance has been reached, no further entry will be allowed.

### **During the meeting**

All persons attending the meeting must remain seated unless required to stand to use the toilet facilities or to declare an interest at which point a face covering must be worn unless medically exempt and the Risk Assessment adhered to.

All persons attending the meeting must **not** move any of the furniture.

Members will be able to access agendas and report documents either through their email account or the Council's website prior to attending the meeting and via their own device at the meeting to reduce the need to handle paper. Members **should not share** their writing material with others, to reduce the risk of transmitting the virus.

### **After the meeting**

Members of the public will be asked to leave first, in an orderly single filed manner, maintaining social distancing requirements, using the hand sanitiser located at the entrance/exit. Members of the public should immediately disperse once outside the building.

Councillors will be asked to leave in their seated rows, using the hand sanitiser located at the entrance/exit. Members should immediately disperse once outside the building.

The Hall caretaker will be responsible for locking the building.

Members must take any writing material or refreshments home with them and leave nothing on site.

### **General Housekeeping**

Any person wishing to have refreshments will need to bring their own for their sole use, and take away with them at the end of the meeting.

Toilet facilities are prohibited unless absolutely necessary.

All persons must use the sanitiser upon re-entering the meeting located in the main room.

Attendees must not mingle or congregate – if a queue does form whilst awaiting entry to the hall, attendees must stand 2m apart whilst others take their seats.

All attendees should dress appropriately for the weather conditions of the evening – windows and doors will be open to ensure adequate ventilation of the room and building.

# HALLBANKGATE VILLAGE HALL

## Risk Assessment for Face to Face Meetings

Undertaken by: *Allison Riddell, Clerk* 13<sup>th</sup> July 2021

Farlam Parish Council

Review: Monthly by Clerk and each time the UK Covid-19 risk level is changed by the Government

**Context:** Covid-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This is a Risk Assessment for dealing with the current Covid-19 situation of returning to face to face meetings.

What are the hazards	Area or People at Risk	Controls	Further actions to take	Action to be carried out by	Date action needed
Spread of Covid-19 coronavirus infection	Clerk Councillors Members of the public attending the meeting	<p>Face coverings to be worn at all time during the meeting (unless addressing the meeting) as per government guidelines. Masks and face shields can be worn together for those persons who consider them in the at risk group. Face shields alone should not be worn as this does not give full protection.</p> <p>All attendees to be informed of and ensure are following the covid -19 hall risk assessment i.e. entry/exit point</p> <p>Hand sanitizers available at entrance and exit points and all persons using the hall to be encouraged to use them.</p>	<p>The meeting to be set up to avoid face to face direct contact. EG as rows with at least 1metre between each seat to reduce the risk of contact.</p> <p>Meeting protocol circulated to members and available on website.</p> <p>Clerk to check sanitising stations are in full working order prior to the start of the meeting.</p> <p>Clerk will keep any register</p>	Clerk to set up the hall to ensure that a minimum of 1metre social distancing is in place between each person attending.	Prior to the attendees arriving.

		<p>Track and trace QR code and Register are in place at entry point and all entrants to sign the register including declaration that they have not had or been into contact with covid-19 in the last 10 days nor are displaying any symptoms.</p> <p>Hand washing facilities should already be in place. Attendees to be informed where hand washing can take place.</p> <p>Non fire doors to be left open and windows to be opened to allow a flow through of air. Social distancing as per government guidelines Staggered entry and exit to the hall to allow social distancing to continue.</p> <p>Meetings to be kept to essential business and to last no more than 2 hours.</p>	<p>records for 21 days and then destroy appropriately.</p> <p>Facilities available in toilet area. Clerk to check availability of handwash and paper towels.</p>	<p>Councillors are requested to bring their own pen. Clerk to provide pen and a hand sanitiser will be provided next to the register to allow users to sanitise their hands after each use.</p> <p>Clerk</p> <p>Clerk</p>	<p>Prior to the attendees arriving.</p> <p>Prior to the attendees arriving.</p>
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# FARLAM PARISH COUNCIL

Clerk: Allison Riddell  
Unit 2  
The Old Brewery  
Craw Hall  
Brampton  
CA8 1TR  
Tel: 016977 3382  
Email: [farlampc@hotmail.co.uk](mailto:farlampc@hotmail.co.uk)  
<https://www.farlamparishcouncil.com>

8th July 2021

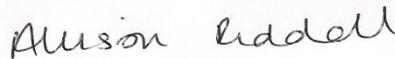
Dear Councillor,

You are summoned to a Meeting of **FARLAM PARISH COUNCIL** that will be held in **HALLBANKGATE VILLAGE HALL**, on **WEDNESDAY 14th JULY 2021**, at 7.30pm.

The meeting is open to members of the public, however, social distancing measures will be in place and seats are limited. Masks must be worn. If you would rather not attend the meeting but have a matter to raise, please email the Clerk before midday on 14<sup>th</sup> July.

Please do not attend the meeting if you have Covid-19 symptoms.

Face to face meeting protocols and risk assessments are available on the website.



## AGENDA

### 1. APOLOGIES FOR ABSENCE

To receive apologies for absence and approve reasons for absence.

### 2. REQUESTS FOR DISPENSATIONS

The clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.

### 3. DECLARATIONS OF INTEREST

To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

### 4. MINUTES

**4.1 MINUTES OF THE MEETING HELD ON 4TH MAY 2021** - To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 4<sup>th</sup> May 2021. (copy herewith)

### 5. LOCAL GOVERNMENT ACT 1972 – RESIGNATIONS AND FILLING OF VACANCIES

**5.1 RESIGNATIONS** – To note the resignations of Mr. S. Bowles and Mrs. R. Foster.

**5.2 FILLING OF VACANCIES** - To consider persons expressing an interest in being co-opted to membership of the Parish Council.

### 6. PUBLIC PARTICIPATION SESSION

**6.1 PUBLIC PARTICIPATION** - To receive comments and representations from members of the public in relation to any item on the Agenda. *(Members of the public are permitted to speak on any Agenda item for up to 15 minutes. Those items not on the agenda will not be debated but referred, if appropriate, to the next meeting. Members of the public are not permitted to speak at any other time during the meeting unless invited to do so by the Chairman).*

**6.2 CITY AND COUNTY COUNCILLOR REPORTS** – To receive reports if applicable.

**7. REPRESENTATIVES' REPORTS**

To receive reports by representatives on Outside Bodies.

**8. TOWN AND COUNTRY PLANNING APPLICATIONS**

To consider and/or ratify the following:-

**8.1 LOW BARN, FARLAM (21/0445)** – Replace kitchen and bedroom window with two storey floor to ceiling window – To ratify – No observations.

**8.2 HALLBANKGATE HUB, HALLBANKGATE (21/0572)** – Creation of two outdoor seating areas with the installation of two retractable awnings over.

**8.3 8A CROSSGATES ROAD, HALLBANKGATE (21/0580)** – Erection of porch to front elevation.

(Information available on Carlisle City Council website)

**9. NOTIFICATION OF DECISIONS**

To receive a report from the Clerk. (copy herewith)

**10. FINANCIAL MATTERS**

**10.1 BANK RECONCILIATIONS TO 14.06.21** – To receive a report by the Clerk. (copy herewith)

**10.2 EXPENDITURE TO APPROVE** – Schedule of payments

Amount £	Payee	Detail	Cheque number
£339.52	A Riddell	Net wage to 31.7.21	100822
£84.80	HMR&C	PAYE	100823
£440.00	R Farrimond	Grass cutting	100824

**10.3 MONITORING REPORT** – To receive a report from the Clerk. (copy herewith)

**10.4 INSURANCE** – To ratify the insurance cover for 2021-22 through Zurich Insurance at a cost of £502.34.

**10.5 CHEQUE SIGNATORIES** – To agree cheque signatories and amend the bank mandate accordingly.

**11. SPEED INDICATION DEVICE (SID) AT HALLBANKGATE**

To receive an update from Kevin Crawley regarding the site meetings with Highways/Parish Council to agree the location of a SID at Hallbankgate and to agree the type of SID to be purchased. (information circulated by email)

**12. CODE OF CONDUCT**

To adopt the new Code of Conduct. (information circulated by email)

**13. USE OF VILLAGE GREEN**

To consider granting permission for use of the village green for a free family fun day on Tuesday August 24<sup>th</sup> 2021, organised by Fellfoot Forward Landscape Partnership Scheme.

**14. REGISTRATION OF VILLAGE HALL DEEDS**

To resolve a request from Hallbankgate Village Hall Committee, agreed via email on the 28<sup>th</sup> June 2021, that the parish council registers the village hall deeds with the Land Registry.

**15. ALL ABOARD PROJECT**

To receive an update from Councillor Hinton and consider what action, if any, to be taken.

- 16. FLOWER TUBS**  
Request from resident regarding clarification on what the parish council is doing about ongoing planting and maintenance of flower tubs.
- 17. CALC**  
To receive, note and where applicable respond to the following correspondence, circulated prior to the meeting by email:-
- 17.1 CONNECTING CUMBRIA NEWSLETTER**
  - 17.2 PLACES CALLED HOME PROGRAMME**
  - 17.3 ACT NEWS UPDATE**
  - 17.4 ANALYSIS OF LOCAL COUNCILS PRECEPT DATA 2021-22**
  - 17.5 CUMBRIA HIGHWAYS CUSTOMER SYSTEM**
  - 17.6 FRIENDS OF THE LAKE DISTRICT GRANT FUND**
  - 17.7 QUEEN'S PLATINUM JUBILEE BEACONS**
  - 17.8 DCMS SURVEY ON RURAL NETWORK COVERAGE (MOBILE)**
- 18. CORRESPONDENCE RECEIVED BY THE CLERK**  
To note items of correspondence received since the last meeting and take actions as appropriate. (circulated prior to the meeting by email)
- 18.1 4<sup>th</sup> JULY STREET PARTY** – Emails from local resident.
  - 18.2 PROPOSED DIVERSION OF PUBLIC FOOTPATH 117027** – Email from Cumbria County Council.
  - 18.3 NORTHUMBERLAND LOCAL PLAN EXAMINATION, CONSULTATION ON ADDITIONAL EVIDENCE** – Email from Northumberland County Council.
- 19. LITERATURE AVAILABLE FROM CLERK**  
To note items of literature received since the last meeting:-
- 19.1 NOTIFICATION OF EXECUTIVE KEY DECISIONS** – 2nd July 2021
- 20. AGENDA ITEMS FOR NEXT MEETING**  
To submit items for the next meeting and note that any further items for consideration should be submitted to the Clerk on or before 1st September 2021.
- 21. DATE OF NEXT MEETING**  
Wednesday 8th September 2021 – Hallbankgate Village Hall, 7.30pm.

**FARLAM PARISH COUNCIL**

**MINUTES of the ANNUAL MEETING of FARLAM PARISH COUNCIL held VIRTUALLY on TUESDAY 4th MAY 2021 at 7.15pm.**

**PRESENT:** Cllrs R. Hinton (Chairman), S. Bowles, S. Dalton, R Foster (left after item 020/21) and C. Marsh

**IN ATTENDANCE:** Clerk  
City Councillors K. Meller and M. Mitchelson.  
1 member of the public (left after item 016/21)

**001/21 ELECTION OF CHAIRMAN**

Councillor S. Bowles, seconded by Councillor S. Dalton, moved that Councillor R. Hinton be elected to the office of Chairman of the Council.

There were no other nominations.

**RESOLVED** unanimously to the election of R. Hinton as Chairman of the Council.

**002/21 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN**

**RESOLVED** that Councillor Hinton would sign the Declaration of Acceptance of Office of Chairman of the Council in a safe manner within 7 days in the presence of the Clerk.

**ACTION:** RH and Clerk.

**003/21 ELECTION OF VICE CHAIRMAN**

Councillor S. Bowles, seconded by Councillor R. Foster moved that Councillor C. Marsh be elected to the office of Vice Chairman of the Council

There were no other nominations.

**RESOLVED**, unanimously, to the election of C. Marsh as Vice Chairman of the Council.

**004/21 APOLOGIES FOR ABSENCE**

**RESOLVED** to note that Councillor Tinnion was attending another meeting.

**005/21 REQUESTS FOR DISPENSATION**

**RESOLVED** to note that no requests for dispensation were received.

**006/21 DECLARATIONS OF INTEREST**

**RESOLVED** to note that Councillor Bowles declared an interest in item 016/21 – Community Garden

**007/21 MINUTES**

**007/21.1 MINUTES OF THE MEETING HELD ON 10TH MARCH 2021 WERE SUBMITTED.**

**RESOLVED** to authorise the Chairman to sign the minutes of the meeting held on 10th March 2021, confirmed as a true and accurate record.

**ACTION:** RH

(Signed) Chairman.....  
Date

**008/21 OUTSIDE BODIES - REPRESENTATION**

There was submitted a report by the Clerk detailing the outside bodies to which the Council had been invited to appoint representatives.

**RESOLVED** that the following appointments be made:-

**CARLISLE PARISH COUNCILS ASSOCIATION (CPCA)**  
**BRAMPTON AND BEYOND**

Councillor R. Hinton

Councillor S. Bowles

**009/21 STANDING ORDERS AND FINANCIAL REGULATIONS**

**RESOLVED** to re-adopt standing orders and financial regulations with no amendments.

**010/21 ASSETS**

Members reviewed the assets held by the council.

**RESOLVED** that all assets were included in the asset register following the amendment of the noticeboard at the Hub.

**011/21 INSURANCE**

The insurance renewal quote from Came and Company for 2021/22 was submitted to the meeting.

**RESOLVED** that as there was a 56% increase in the cost, that the Clerk would request additional quotes from other companies and agreement would be made via email due to time constraints. The item would be ratified at the next full meeting.

**012/21 SUBSCRIPTIONS**

Members reviewed the parish council's current subscriptions.

**RESOLVED** to:-

**012/21.1** Renew the CALC subscription for 2021/22 in the sum of £182.35, which was submitted to the meeting.

**012/21.2** Renew the SLCC subscription, which is due later in the financial year, cost to be confirmed but approximately £20.00.

**013/21 POLICY REVIEW**

**RESOLVED** to note the core policies were reviewed with no amendments and were all available on the website.

**014/21 GENERAL DATA PROTECTION REGULATIONS (GDPR)****014/21.1 DATA PROTECTION OFFICER (DPO)**

**RESOLVED** to appoint the Clerk as DPO for 2021/22.

**014/21.2 GDPR POLICY REVIEW**

**RESOLVED** to note that members reviewed and agreed the policies relating to GDPR with no amendments.

**015/21 MEETING CALENDAR 2021/22**

**RESOLVED** to agree the meeting calendar dates for 2021/22.

(Signed) Chairman.....  
Date

**016/21 PUBLIC PARTICIPATION –****ALL ABOARD PROJECT**

The member of the public (MOP) present spoke at length about the All Aboard Project and the possible disruption that could then be caused in the village of Tindale by problem parking.

**RESOLVED** to note the concerns raised and that members supported the request for Tindale not to be mentioned in the project's promotional leaflet as an access point.

**ACTION:** RH/MOP

**COMMUNITY GARDEN**

Members agreed that the item be moved to public participation as the MOP in attendance was also involved with Hallbankgate School and the issues surrounding access to the proposed community garden.

Discussion took place relating to various leases, dispute over the boundaries of leases and safeguarding issues over access to land adjacent to Hallbankgate School.

**RESOLVED** that a request would be submitted for a copy of the lease for land adjacent to Hallbankgate School to ascertain the boundaries. The matter would then have to be dealt with by Hallbankgate School.

**ACTION:** RH

**017/21 REPRESENTATIVES' REPORTS**

**RESOLVED** to note that there were no representatives' reports.

**018/21 TOWN AND COUNTRY PLANNING - APPLICATIONS**

Applications for planning consent were considered.

**RESOLVED** to advise the appropriate Planning Authority of the Council's comments as follows:-

**018/18.1 LAND ADJACENT INISFREE, FARLAM (21/0327)** – Installation of 2 temporary residential caravans.

No observations.

**ACTION:** Clerk

**018/21.2 NOTIFICATION OF DECISIONS**

**RESOLVED** to note the report submitted by the Clerk, advising members of the decision of the appropriate planning authority on an application on which the Parish Council had previously commented.

**019/21 FINANCIAL MATTERS****019/21.1 BANK RECONCILIATION to 14.04.21**

There was submitted a report by the Clerk on the reconciliation of the Council's financial records with its bank account statement.

**RESOLVED** to receive and note the bank reconciliation and balance to 14<sup>th</sup> April 2021 of £16,594.53.

(Signed) Chairman.....  
Date

**019/21.2 EXPENDITURE TO APPROVE**

**RESOLVED** to authorise the following expenditure for payment:-

- £339.52 A. Riddell – net wage to 31.05.21
- £440.00 Ross Farrimond – grass cutting
- £14.45 R. Hinton – reimbursement for play area and seat repairs
- £72.00 Brampton Woodworks – timber for seat repairs
- £38.40 Cubby's Signs Ltd – play area sign
- £50.00 J. Batey – Internal Audit
- £430.00 A. Alty – Noticeboard repairs

**019/21.3 S137 SPENDING**

Consideration was given to s137 spending for the current and previous financial year.

**RESOLVED** to note that there was no spending under s137 for the year ending 31<sup>st</sup> March 2021. There was currently no projected spending under s137 for the current financial year.

**019/21.4 INTERNAL AUDITOR**

**RESOLVED** to appoint Mrs J. Batey MAAT as internal auditor for the current financial year.

**019/21.5 INTERNAL AUDITORS REPORT**

**RESOLVED** to note the internal auditors report and that there were no matters of concern.

**019/21.6 EXTERNAL AUDITOR ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2021 AND EXEMPTION CERTIFICATE–**

**019/21.6.1** To consider the approval of the Annual Governance Statement for year ending 31<sup>st</sup> March 2021.

**RESOLVED** to approve the Annual Governance Statement for year ending 31<sup>st</sup> March 2021.

**019/21.6.2** To consider the approval of the Statement of Accounts for year ending 31<sup>st</sup> March 2021.

**RESOLVED** to approve the Statement of Accounts for year ending 31<sup>st</sup> March 2021.

**019/21.6.3** To authorise the Chairman to sign Sections 1 and 2 of the Annual Return for year ending 31<sup>st</sup> March 2021.

**RESOLVED** to authorise the Chairman to sign Sections 1 and 2 of the Annual Return for year ending 31<sup>st</sup> March 2021.

**019/21.6.4** To agree that Farlam Parish Council can certify itself as exempt from a limited assurance review and authorise the Chairman to sign the Certificate of Exemption to be submitted to the external auditor.

**RESOLVED** that the Parish Council can certify itself as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and to submit a Certificate of Exemption to the External Auditor having confirmed that gross income or gross expenditure did not exceed £25,000 in the year ending 31<sup>st</sup> March 2021.

**ACTION:** Clerk and RH

(Signed) Chairman.....  
Date

**019/21.7 CHEQUE SIGNATORIES**

**RESOLVED**, that although Councillor Bowles would be moving from the area at some point, that the signatories would remain unchanged at the present time.

**020/21 SPEEDING ISSUES –****020/21.1 SPEED INDICATION DEVICE (SID)**

Consideration was given to the type of SID that should be purchased.

**RESOLVED** that the Clerk would request quotes for a fixed sign, solar powered, showing mileage and a happy/sad face.

**ACTION:** Clerk

**020/21.2 SPEEDING IN HALLBANKGATE**

Correspondence had been received from a resident complaining about speeding vehicles on the lane towards the RPSB at Clesketts.

**RESOLVED**, that the Clerk would ask a representative from Highways to visit the site and advise on what action could be taken.

**ACTION:** Clerk

**021/21 WEBSITE**

**RESOLVED** not to purchase an Automatic Planning Feature for the website.

**022/21 LOCAL GOVERNMENT REORGANISATION**

**RESOLVED** to ratify the submission made by Councillor Bowles on behalf of Farlam Parish Council with 'The Bay and North Cumbria' being the preferred option.

**023/21 PICNIC BENCHES ON THE VILLAGE GREEN**

Both the Hub and the local pub had placed picnic benches on the village green. Concern was raised about damage to the tables when the contractor was cutting the grass, although the pub owners had been cutting the grass around their benches.

**RESOLVED** that the Clerk would contact the Council's insurers to clarify cover for any damage and that the Clerk would also contact the owners of the benches asking them to confirm responsibility for the grass cutting around their respective benches.

**ACTION:** Clerk

**024/21 NOTICEBOARD REPAIRS**

**RESOLVED** to note that the noticeboard at Tindale has been repaired and would be reinstalled within the next week or so.

**025/21 REGISTRATION OF THE VILLAGE HALL**

The following information was submitted to the meeting from ACT – Action with Communities in Cumbria. *It is the responsibility of the Village Hall Committee as Charity Trustees to decide whether to register the hall with the Land Registry. If so, they should then request the Parish Council (as Custodian Trustees) to do so.*

**RESOLVED** to note the information received from ACT and that the Village Hall Committee had not held a meeting for some time.

(Signed) Chairman.....  
Date

**026/21 CALC**

The following correspondence from CALC was received and noted:-

**026/21.1 COASTAL ACCESS UPDATE**

**026/21.2 PREPARING FOR FACE TO FACE MEETINGS & NALC ONLINE EVENT**

**026/21.3 ACT NEWS UPDATE**

**026/21.4 MHCLG ELECTRONIC COMMUNICATIONS INFRASTRUCTURE CONSULTATION**

**026/21.5 OPEN SPACES SOCIETY'S GRANT A GREEN CAMPAIGN**

**026/21.6 DCMS RURAL BROADBAND CONSULTATION**

**026/21.7 GREAT CUMBRIAN LITTER PICK**

**026/21.8 NALC RESPONSE TO GOVERNMENT CONSULTATION ON LGR**

**026/21.9 HIGH COURT JUDGEMENT ON VIRTUAL MEETINGS**

**027/21 CORRESPONDENCE RECEIVED BY THE CLERK –**

**RESOLVED** to note the following correspondence had been received: -

**027/21.1 PROPOSED DIVERSION OF PUBLIC FOOTPATH 115021**– Email from Cumbria County Council, Countryside Access Officer. .

**RESOLVED** to respond as follows – that some assurance was needed that the route of diversion was not subject to flooding.

**ACTION:** Clerk

**027/21.2 HIGHWAYS FEEDBACK REPORT** – Email from Highways Project Team, Cumbria County Council.

**028/21 LITERATURE AVAILABLE FROM CLERK –**

None to date

**029/21 AGENDA ITEMS FOR NEXT MEETING**

To note that any items for consideration should be submitted to the Clerk on or before 7<sup>th</sup> July 2021.

**030/21 DATE OF NEXT MEETING** - Wednesday 14th July 2021, Hallbankgate Village Hall, 7.30pm. Please note that Covid-19 restrictions may be in place.

Meeting closed at 8.55pm.

(Signed) Chairman.....  
Date

**TOWN AND COUNTRY PLANNING  
NOTIFICATION OF DECISIONS**

**1. SUMMARY OF REPORT**

This report advises members of the decision of the appropriate planning authority on an application on which the Parish Council has previously commented.

**2. RECOMMENDATIONS**

That members **NOTE** the information.

**3. REPORT**

Members are asked to note that Cumbria County Council has advised of its decision on a planning application on which the Parish Council has already commented as follows:-

<b>Location</b>	<b>Proposal</b>	<b>Decision</b>
Tarnside, Tarnside Farmhouse, Farlam	Retrospective planning application for screening and crushing of inert material from excavation and demolition sites	Granted subject to conditions regarding a trial period, approved documents, operating hours, vehicle movements, maximum annual imports, wheelwash, sheeting and dust suppression.

## FARLAM PARISH COUNCIL

## BANK RECONCILIATION AT 14th JUNE 2021

## HSBC ACCOUNT - 20476129

Balance b/f at 14/04/21	16,594.53		
Income	7,563.78	Expenditure	2,104.06
		Balance c/f	22,054.25
	<u>24,158.31</u>		<u>24,158.31</u>

## Bank Reconciliation

Balance per statement @ 14.06.2021

22,054.25

Less o/s cheques

0.00

22,054.25

Income			Expenditure		
Date	Detail	£	Date	Detail	£
15.4.21	HMRC - VAT	288.78	4.5.21	A Riddell	339.52
11.5.21	Carlisle City Council	7275.00	4.5.21	R Farrimond	440.00
			4.5.21	R Hinton	14.45
			4.5.21	B'ton Woodworks	72.00
			4.5.21	Cubby Signs	38.40
			4.5.21	J Batey	50.00
			4.5.21	CALC	182.35
			4.5.21	A Alty	430.00
			24.5.21	Zurich Insurance	502.34
			12.5.21	ICO (D/D)	35.00
		<u>7,563.78</u>			<u>2,104.06</u>

	<u>Balance B/F</u>	<u>Balance C/F</u>
HSBC Account	16,594.53	22,054.25
	<u>£ 16,594.53</u>	<u>£ 22,054.25</u>

I certify that I have checked the above figures and am satisfied, to the best of my belief and knowledge, that they accurately represent the financial position of the Parish Council at the date indicated.

FARLAM PARISH COUNCIL - Monitoring Report 2021-22

Income

	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Variance	NOTES	
Precept		7275.00											7275.00	7,275.00	0.00	Received as requested	
City Council grants													0.00	0.00	0.00		
Cumbria County Council grants													0.00	0.00	0.00		
Farlam Parish Trust grants													0.00	0.00	0.00		
Other grants													0.00	0.00	0.00		
Village Hall grants													288.78	0.00	288.78		
VAT	288.78												288.78	0.00	288.78		
	288.78	7275.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,563.78	7,275.00	288.78		
<b>Expenditure</b>																	
	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Variance		
Clerks wages/HMR&C		339.52		424.32									763.84	2596.84	-1833.00		
Village Hall grants													0.00	300.00	-300.00		
Other grants													0.00	0.00	0.00		
Grass cutting		440.00		440.00									880.00	1350.00	-470.00		
Maintenance of trees/hedges													0.00	500.00	-500.00		
Play area hedge													0.00	175.00	-175.00		
Insurance		502.34											502.34	475.00	27.34		
adverts													0.00	0.00	0.00		
CALC & SLCC subs		182.35											182.35	205.00	-22.65		
Members & training													0.00	100.00	-100.00		
Hall hire													0.00	32.00	-32.00		
Audit Fees		50.00											50.00	50.00	0.00		
Admin costs													0.00	200.00	-200.00		
ICO													0.00	35.00	-35.00		
Website													0.00	120.00	-120.00		
Playground		43.40											43.40	310.00	-266.60		
Plants & Christmas tree													0.00	210.00	-210.00		
Misc repairs		63.05											63.05	250.00	-186.95		
Assets		430.00											430.00	0.00	430.00		
Maintenance of assets													0.00	250.00	-250.00		
Sub total	0.00	2050.66	0.00	864.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,914.98	7,158.84	-4243.86		
VAT		18.40				3.98							2,937.36	Total including VAT			
Total	0.00	2,069.06	0.00	864.32	0.00	3.98	0.00	0.00	0.00	0.00	0.00	0.00	2,937.36	Total including VAT			